

PHILIP MORRIS

EEC REGION

BRILLANCOURT

1001 LAUSANNE

INTER-OFFICE CORRESPONDENCE

To: Distribution  
From: S. C. Parrish  
Subject: Records Management

Date: January 29, 1990

cc:

REC-1  
F11

JAN 1990

L. M. KEARNS

Pursuant to Lee Pollak's January 10 memo to Geoff Bible, attached is a list of categories of records, disposal of which should be suspended indefinitely. This suspension list should be made a part of your record retention policy.

After your policy has been drafted, I strongly urge you to contact me so that we can discuss the implementation of the disposal and suspension guidelines. This will allow me to explain the guidelines in detail and answer any questions you or others may have. In the interim, if you or others have questions concerning the attached guidelines or records management and retention in general, please do not hesitate to phone me here in Lausanne.

*M. Z. Parrish*  
Steven Parrish  
(Signed in his absence)

Att.

(5cc) D.A.  
WCM  
UM  
FC  
RC

2500155185

Distribution:

G. C. Bible  
A. G. Buzzi  
D. De Vitre  
A. Gemblar  
M. Goldberg  
J. King  
C. E. Salguero  
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W. Thoma  
W. Webb

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B. Beaurpere  
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